



Interface Administration Desk Aid

HR351: Cardinal Employee Data Setup and Maintenance

Interface Administration Overview

This desk aid provides information about the Employee Data Upload and Position Data Upload processes in Cardinal. It also provides common error messages from these uploads and their explanations.

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Overview of Employee Data Upload Processing Rules

For agencies that opt to use agency-based HR systems, the HR003 Employee Data Upload interface enables Cardinal to receive daily files containing additions and changes to employee (salary and wage) personal and job data. Upon reception, Cardinal applies necessary updates to job data and employee tables.

These processes support the following scenarios:

1. New hires and rehires
2. Personal data update
3. Job data update
4. Employee Type change from Hourly to Salary or Salary to Hourly
5. Intra-Transfers from one position to another
6. Inter-Transfers from one agency (company) to another
7. Termination
8. Establish and maintain Additional Pay for Temporary Pay or Military Pay
9. Enrollment into Absence Management
10. Enrollment to Benefits

Employee Data Upload files are processed through the following steps:

1. The agency sends personal and job data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder). Multiple files can be sent.
2. The program loads data from the file(s) to a Cardinal Staging record, and transactions are processed in order of effective date.
 - a. Transactions effective dated greater than one (1) day in the future are rejected for all Business Units other than VRSRT. (e.g., A transaction with an effective date of 3/4/2021 would be accepted in a file processed on 3/3/2021, but a transaction with an effective date of 3/5/2021 would be rejected and written to the error record). Rejected transactions are included on the error record.
 - b. Future effective dated transactions are only accepted from Business Unit VRSRT.
 - c. If multiple data change actions (i.e., Cardinal Action = DTA) occur for an employee with the same effective date, only the first row is processed, and all other rows are rejected.
 - d. **Between Release 1 and Release 2**, HR003 should contain both a PMIS-generated EMPLID and SSN for new hires. Please refer to the job aid “**HR351 – Release 1 Assigning Empl ID**” for more information on this process. **After Release 2**, Cardinal will assign a new Employee ID to each new hire in the uploaded file.



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- e. If the **Action** field is populated with “**Rehire**”, but Cardinal does not have an existing record for that employee, the interface automatically adjusts the **Action** field to “**Hire**” and **Reason** field to “**New Hire**”.

Note: The interface also populates a warning message of: “Received rehire request for an employee who was not in Cardinal.”

- 3. Rows that fail validation rules are written to the error table and are not loaded into Cardinal.
- 4. The upload program will assign default values as listed below for new hires while uploading Job Data:
 - a. The **Holiday Schedule** field assigns to the default Holiday Schedule associated with the Employee’s Pay Group/Company combination.
 - b. The **Absence System** field defaults to the Absence System associated with the Company value.
 - c. The **Use Paygroup Eligibility** checkbox is always de-selected.
 - d. The **Absence Paygroup** field assigns to the default selection based on a mapping table.
 - e. The **Compensation Frequency** field defaults based upon the entry in the **ELIG_CONFIG8** field.
- 5. All invalid rows are loaded into the error table and error log.

Note: Agencies should monitor their file server folder and review error reports to identify if the file submitted to Cardinal is rejected due to file level errors. Agencies should immediately transmit the corrected file. If the inbound time file is accepted by Cardinal but has transaction level errors, all errors should be immediately corrected by the agencies. Cardinal will process the corrected file in the next nightly batch. Errors not addressed by the payroll processing deadlines may impact employee pay and earnings distribution.

Employee Data Upload Error Processing

There are two different rejection error levels for the **Employee Data Upload** program:

1. **File Level Error:** A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.
2. **Transaction Level Error:** A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing position reporting requirements for the employee or agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the agency source system and re-sent to Cardinal or corrected manually in Cardinal by the HR Administrator.
 - a. **Warnings:** The **Employee Data Upload** also contains warnings. Warnings indicate that the transaction loaded, but additional follow-up may be needed. They can also indicate that the interface loaded a value different from what was specified in the file (e.g., the file left a field blank, and Cardinal loaded a default value). Agencies should follow up on warnings and determine if any actions are needed.

Employee Data Upload Error Report

The **VHRR006 Employee Data Upload Error Report** can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days.

The Reports Manager is available via the following navigation:

Navigator > Reporting Tools > Report Manager

The error report can be regenerated at any time by end users. The report should be reviewed by the agency daily or based on the frequency the agency sends files.

The **Employee Data Upload Error Report** can be generated manually by completing the following steps:

1. Navigate to the **Employee Data Upload Error Report** page using the following path:
Workforce Administration > Job Information > Reports > Employee Data Upload Error Report

The **Employee Data Upload Error Report** search page displays.

Employee Data Upload Error Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Run Control ID

☐ Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Enter your Run Control ID in the **Run Control ID** field.

Note: If you do not have a Run Control ID, click the **Add New Value** to set one up. For further information on adding a Run Control ID, see the WBT **NAV225 Cardinal Reporting (HCM)**. This WBT can be found on the Cardinal website in Course Materials under Learning.

- Click the **Search** button.

The **Employee Data Upload Error Report** page displays.

Employee Data Upload Error Rpt

Run Control ID CJS
Report Manager
Process Monitor

Date Range

*From Date
*To Date

File Parameters

☐ Output to File Server

Business Unit Selection

*Tree Name
*How Specified

Tree Node Selector

Select Values/Nodes

*Select Value	Description		
<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>



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4. Enter the **Date Range** for when you want to run the report. This can be one day or several days based on the date the files were uploaded.
5. In the **How Specified** field, choose the **Selected Detail Values** option.
6. Under the **Select Values/Nodes** section in the **Select Value** field enter or select your agency's business unit.
7. Click **Run** to run the report.

The **Process Scheduler Request** page displays in a pop-up window.

The **Process Scheduler Request** window shows configuration for a report. It includes fields for User ID (PPS3_CRYSTEL.SYLVESTER), Run Control ID (CJS), Server Name, Run Date (08/17/2021), Recurrence, Run Time (5:11:02PM), and Time Zone. A **Process List** table below shows the selected process: Employee Data Upload Error Rpt (VHRR005, SQR Report, Web, PDF, Distribution). Buttons for OK, Cancel, and a 'Reset to Current Date/Time' are also present.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Employee Data Upload Error Rpt	VHRR005	SQR Report	Web	PDF	Distribution

8. Click **OK** to send the report to the Process Scheduler.

The **Employee Data Upload Error Report** page refreshes and displays the process instance number.

The **Employee Data Upload Error Report** page shows the **Process Monitor** tab selected. It displays the Run Control ID (CJS) and Process Instance (1322190). The **Date Range** is set from 01/01/2021 to 08/31/2021. The **File Parameters** section has 'Output to File Server' unchecked. The **Business Unit Selection** section shows 'Tree Name' and 'How Specified' (Selected Detail Values). The **Tree Node Selector** shows a list of values, including 20700 (University of Virginia).

*Select Value	Description		
20700	University of Virginia	+	-



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9. Click the **Process Monitor** link to view the report.

Process List Server List

View Process Request For

User ID: PPS3_CRYSTE Type: Last: 1 Days Refresh

Server: Name: Instance From: Instance To: Report Manager

Run Status: Distribution Status: ☒ Save On Refresh

Process List

1-1 of 1 View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1322190		SQR Report	VHRR005	PPS3_CRYSTEL.SYLVESTER	08/17/2021 5:11:02PM EDT	Success	Posted	Details

10. Once the report generates a Run Status of **Success** and a Distribution Status of **Posted**, click on the **Details** link.

The **Process Detail** page displays in a pop-up window.

Process Detail

Help

Process

Instance: 1322190 Type: SQR Report

Name: VHRR005 Description: Employee Data Upload Error Rpt

Run Status: Success Distribution Status: Posted

Run

Run Control ID: CJS Update Process

Location: Server ☐ Hold Request

Server: PSUNX1 ☐ Queue Request

Recurrence ☐ Cancel Request

☐ Delete Request

☐ Re-send Content ☐ Restart Request

Date/Time

Request Created On: 08/17/2021 5:13:55PM EDT Parameters Transfer

Run Anytime After: 08/17/2021 5:11:02PM EDT Message Log

Began Process At: 08/17/2021 5:14:14PM EDT Batch Timings

Ended Process At: 08/17/2021 5:14:25PM EDT View Log/Trace

OK Cancel

11. Click the **View/Log Trace** link.



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The **View Log/Trace** page displays in a pop-up window.

View Log/Trace

×

Help

Report

Report ID 761516 Process Instance 1322190 [Message Log](#)
Name VHRR005 Process Type SQR Report
Run Status Success

Employee Data Upload Error Rpt

Distribution Details

Distribution Node hrpytm Expiration Date 09/16/2021

File List

Name	File Size (bytes)	Datetime Created
20700_HR005_081720211714Profile.pdf	8,434	08/17/2021 5:14:25.702469PM EDT
SQR_VHRR005_1322190.log	2,168	08/17/2021 5:14:25.702469PM EDT
vhr005_1322190.out	326	08/17/2021 5:14:25.702469PM EDT

Distribute To

Distribution ID Type •Distribution ID

User PPS3_CRYSTEL.SYLVESTER

Return

12. Click the **PDF** link to view the report.

Employee Data Upload – Common File Errors

Error	Explanation
Agency XXXXX filename sent has already been processed by Cardinal.	Reject file when File Name has already been processed based on the interface file tracker record already knowing the filename.
The control record file name <FILENAME1> does not match the Agency file name <FILENAME2>.	Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.
BU <XXXXX> in the control record is not a submitting BU.	The business unit specified in the control record is not a valid interfacing business unit.
Agency XXXXX Upload file received with no control record.	The control record is missing from the file.
The total number of rows <X> in the file does not match the row count <Y> given in trailer row.	The actual number of rows in the file does not match the ROW_COUNT given in the Trailer record (Record Type 999).

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The total transaction <X> in the file does not match transaction count <Y> given in the trailer row.	The actual number of detail rows in the file doesn't match the V_COUNT1 given in the Trailer record (Record Type 999).
Agency XXXXX Upload file is blank.	The upload file does not contain any records for Cardinal to process.

Employee Data Upload – Common Transaction Errors

Error	Explanation/Resolution Steps
Invalid Action Reason Code, Transaction was Rejected.	The action/action-reason combination sent for the employee was invalid. Refer to the HR351 Action Reason job aid for valid combinations.
Data is missing in <FIELDNAME> which is required field. Transaction was rejected.	A required field was missing from the transaction. Refer to the HR003 File Layout for required fields.
Invalid Paygroup on file.	The value specified for Paygroup is not a valid value.
A Personal email is required field for Employee Provided Email for employee.	If V_EMAIL_OPTION=P, then EMAIL_ADDR2 (Personal email) is required.
A Business email is required field for Agency Provided Email for employee.	If V_EMAIL_OPTION=A, then EMAIL_ADDR (Business email) is required.
Position Number on file is not in Cardinal. Transaction was rejected.	The position number specified for the employee in the transaction does not exist in Cardinal. The employee's job record contains what position they are assigned in Cardinal.
Compensation Rate Changes are not allowed for the Action you have chosen.	Compensation rate changes are only allowed for certain action/reason combinations, such as HIR, REH, PAY, and certain XFR actions. If the compensation in the file is different than the compensation in Cardinal, HR003 will read it as an update.
EMPLID/SSN does not match. Only DHRM can change SSN. Transaction Rejected.	The EMPLID/SSN combination in HR003 should match what is in Cardinal. The combination can be found on the Modify a Person page.
Unable to process new hire due to missing required fields. Transaction was rejected	There are required fields for new hires, whether they are completed via the interface or online. Refer to the HR003 File Layout for a new hire's required fields.
Employee does not have a Job record in Cardinal for the Position Number in the file. Transaction was rejected.	The employee and the specified position number exist in Cardinal, but the employee is linked to a different position number than the one specified in the file. Refer to the employee's job record to determine which position they are occupying.
Invalid date format.	Dates should be formatted MM/DD/YYYY

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EFFDT in file is lesser than Max EFFDT of EMPLID in Cardinal. Transaction Rejected.	The effective date of the transaction cannot be less than the top row of the employee's record. Adjust the effective date of either the transaction or the employee record.
National ID <SSN> is already used for employee <EMPLID>.	The social security number specified in the transaction is already in use for another employee.
This email address already exists in the system. Please enter a different one.	The email address specified in the transaction is already in use for another employee.
Multiple Ethnic Groups with the same values on file. Transaction Rejected.	There are three ETHNIC_GROUP fields on HR003; they should only be used when an employee has multiple distinct ethnic groups, and should not all be populated with the same value. This error occurs if the same value is in multiple ethnic group fields.
Incorrect Paygroup and Empl Type combination found in the interface file.	The paygroup and employee type found in the transaction are not compatible (i.e., an hourly employee with a SM1 paygroup).
Row cannot be inserted because employee is already active. Action XXX for effective date MM-DD-YYYY cannot be added. Transaction rejected	The action specified cannot be added to an employee who is already active. Refer to the HR351 Action Reason job aid to determine which actions can be used with active employees.
Row could not be inserted because employee is inactive. Action XXX for effective date MM-DD-YYYY could not be added.	The action specified cannot be added to an employee who is inactive. Refer to the HR351 Action Reason job aid to determine which actions can be used with inactive employees.

Position Data Upload Process

Cardinal is used for full position management, and each employee fills at least one position. Positions, whether vacant or filled, are required, and tracked in Cardinal HCM.

Positions are created before an employee is hired. Details are also changed at the position level before they are applied to the Employee Job Data Record. Positions can be inactivated, but not deleted, in Cardinal.

The Commonwealth of Virginia (COVA) is required to establish default funding for all agency departments and active positions, (filled and vacant), within the departments. Position level default funding and department level default funding are established on the Department Budget tables. Default funding distributions are used to record payroll costs when detailed ChartField distributions are not provided on the employee timesheet.

The HR006 Position Data Upload interface is used by interfacing agencies to upload new positions, update existing positions, add new position default funding distributions, and/or update existing position default funding distributions from agency HR systems into Cardinal HCM.



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Position data and position default funding distribution updates provided by interfacing agencies via the interface require the same policy and data edits that are applied when individual transactions are keyed online.

Description:

The Position Data Upload is processed through the following steps:

1. The agency sends position and default funding distribution data using a Cardinal flat file template posted on the secure Cardinal servers for processing (external system files should be placed in the Cardinal FTP server folder).
2. The Interface program receives one daily inbound file for each interfacing agencies that includes hourly and/or salary position data as well as position default funding distributions, if applicable.
3. The upload process first checks for file level errors. The file stops processing and writes an error message to the error table if any file lever error occurs.
4. The Interface rejects all transactions with an effective date prior to the current row.
5. The position default funding distributions may contain multiple rows for each position and effective date combination, but the cumulative distribution percent for all associated rows much equal 100%.
6. Newly created and reactivated positions can be submitted via the interface and must exist in Cardinal HCM prior to establishing the position default funding distribution. A single upload file can include a new position and default funding for that new position. Cardinal will upload the position data first and then the position default funding data. All associated default funding distributions are rejected if a new or reactivated position does not properly load first.
7. The application engine validates the transactions in the staging table to identify any data issues prior to loading the position data into Cardinal HCM. The application engine specifically validates the **Business Unit, Company, Position Number, Effective Date, Action, Action/Reason, Job Code, Department ID, Reports To, Supervisor Position, FLSA Status, STD Hours, and Location** fields and writes an error message, rejects the file, inputs a default value, and/or issues a warning message, as applicable.
8. The application engine validates the transactions to identify any data issues prior to loading the position default funding distributions into Cardinal HCM. The application engine specifically validates the **Business Unit, Position Number, Department ID, Fiscal Year, Effective Date, Fund Code, Program, Department-ChartField, and Cost Center** fields and writes an error message, rejects the file, inputs a default value, and/or issues a warning message, as applicable.
9. The application engine validates the Chartfield combination and rejects invalid transactions.
10. The Interface rejects transactions that do not result in a 100% distribution percentage.

Position Data Upload Error Processing

There are two different rejection error levels for the Position Data Upload program.



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1. **File Level Error:** A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.
2. **Transaction Level Error:** A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing position reporting requirements for the employee or agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the agency source system and re-sent to Cardinal or corrected manually in Cardinal by the HR Administrator.
 - a. **Warnings:** The Position Data Upload also contains warnings. Warnings indicate that the transaction loaded, but that additional follow-up may be needed. They can also indicate that the upload loaded a value other than what was specified in the file (e.g., the file left a field blank, and Cardinal loaded a default value). Agencies should follow up on warnings and determine if any actions are needed

Position Data Upload Error Report

The **VHRR041 Position Data Upload Error Report** can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be re-generated at any time by end users.

The **Position Data Upload Error Report** can be generated manually by completing the following steps:

1. Navigate to the **Position Data Upload Error Report** using the following path:

Navigator > Workforce Administration > Job Information > Reports > Position Data Upload Error

The **Position Data Upload Error Report** search page displays.

Position Data Upload Error

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID begins with ▼

☐ **Case Sensitive**

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

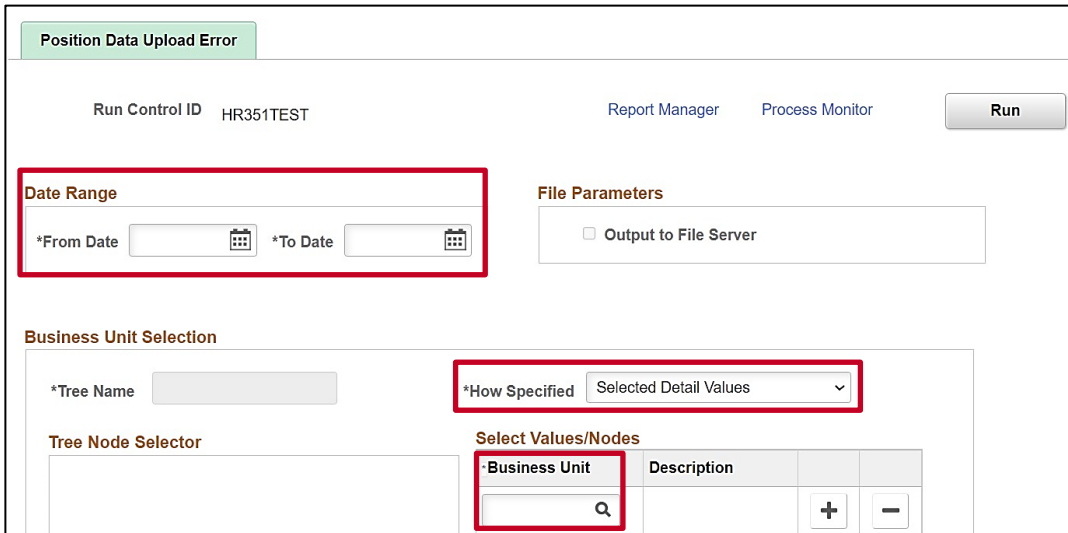
[Find an Existing Value](#) | [Add a New Value](#)

2. Enter your Run Control ID in the **Run Control ID** field.

Note: If you do not have a Run Control ID, click **Add a New Value** to set one up. For further information on adding a Run Control ID, see the WBT **NAV225 Cardinal Reporting (HCM)**. This WBT can be found on the Cardinal website in **Course Materials** under **Learning**.

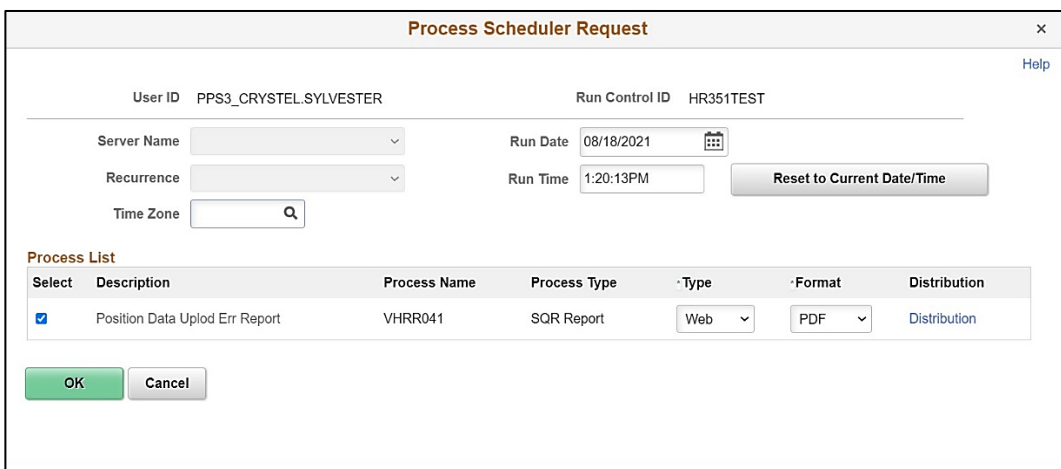
- Click the **Search** button.

The **Position Data Upload Error Report** page displays.



- Enter the **Date Range** for when you want to run the report.
- In the **How Specified** field, choose the Selected Detail Values option.
- Under the **Select Values/Nodes** section in the **Business Unit** field enter or select your agency's **Business Unit**.
- Click **Run** to run the report.

The **Process Scheduler Request** page displays in a pop-up window.



Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Position Data Uploa Err Report	VHRR041	SQR Report	Web	PDF	Distribution



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8. Click **OK** to send the report to the Process Scheduler.

The **Position Data Upload Error Report** page refreshes and displays the Process Instance number.

The screenshot shows the 'Position Data Upload Error' report configuration page. At the top, there's a 'Run Control ID' field with the value 'HR351TEST'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these, a 'Process Instance:1322337' is displayed in a red box. The page is divided into several sections: 'Date Range' with '*From Date' (08/01/2021) and '*To Date' (08/31/2021); 'File Parameters' with an 'Output to File Server' checkbox; 'Business Unit Selection' with '*Tree Name' and '*How Specified' (Selected Detail Values); and 'Tree Node Selector' with a table of business units. The table has columns for 'Business Unit', 'Description', and actions (+/-). One entry is visible: '20700' for 'University of Virginia'.

Business Unit	Description		
20700	University of Virginia	+	-

9. Click the **Process Monitor** link.

The **Process List** page displays.

The screenshot shows the 'Process List' page. At the top, there's a 'View Process Request For' section with fields for 'User ID' (PPS3_CRYSTE), 'Type', 'Last', '1 Days', and a 'Refresh' button. Below this are fields for 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', 'Distribution Status', and a 'Save On Refresh' checkbox. The main section is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. Two rows are visible, both with 'Success' status and 'Posted' distribution status. The 'Run Status' and 'Distribution Status' columns are highlighted with a red box, as is the 'Details' column for the first row.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1322337		SQR Report	VHRR041	PPS3_CRYSTEL SYLVESTER	08/18/2021 1:20:13PM EDT	Success	Posted	Details
<input type="checkbox"/>	1322190		SQR Report	VHRR005	PPS3_CRYSTEL SYLVESTER	08/17/2021 5:11:02PM EDT	Success	Posted	



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- After the report generates a **Run Status** of **Success** and a **Distribution Status** of **Posted**, click on the **Details** link.

The **Process Detail** page displays in a pop-up window.

- Click the **View Log/Trace** link.

The **View Log/Trace** page displays in a pop-up window.

Name	File Size (bytes)	Datetime Created
20700_HR041_081820211322Position.pdf	8,431	08/18/2021 1:22:23.665673PM EDT
SQR_VHRR041_1322337.log	2,180	08/18/2021 1:22:23.665673PM EDT
vhrr041_1322337.out	327	08/18/2021 1:22:23.665673PM EDT

- Click the **PDF** link to view the report.

Position Data Upload Common File Errors

Error	Explanation
Agency XXXXX filename sent has already been processed by Cardinal.	Reject file when File Name has already been processed based on the interface file tracker record already knowing the filename.
The control record file name <FILENAME1> does not match the Agency file name <FILENAME2>.	Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.
BU <XXXXX> in the control record is not a submitting BU.	The business unit specified in the control record is not a valid interfacing business unit.
Agency XXXXX Upload file received with no control record.	The control record is missing from the file.
The total number of rows <X> in the file does not match the row count <Y> given in trailer row.	The actual number of rows in the file doesn't match the ROW_COUNT given in the Trailer record (Record Type 999).
The total transaction <X> in the file does not match transaction count <Y> given in the trailer row.	The actual number of detail rows in the file doesn't match the V_COUNT1 given in the Trailer record (Record Type 999).
Agency XXXXX Upload file is blank.	The upload file does not contain any records for Cardinal to process.

Position Data Upload – Common Transaction Errors

Error	Explanation/Resolution Steps
Cannot assign Action Reason NEW to an existing position.	Existing positions cannot have an action-reason of NEW added to them. Use a different action-reason to update the position as needed.
Effective Date field is blank in the input file.	Effective date is a required field on all position data upload transactions.
Position number Effective Date in file is < existing effective date in Cardinal; transaction was not loaded.	The effective date of the transaction cannot be less than the top row of the position's record. Adjust the effective date of the transaction or the effective sequence of the transaction.
Only <FIELDNAME> was changed and it is invalid therefore transaction is rejected.	The transaction contained an update to only one field and the proposed update was invalid. Review configuration guides to determine next steps.
Duplicate POSITION_NBR-EFFDT-EFFSEQ combination in the file: Rejected the transactions.	If there are multiple transactions for one position number in the file, they must have either a different effective date or a different effective sequence.



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Error	Explanation/Resolution Steps
The Position to Update Does Not Exist on Position Data.	The position specified in the file does not exist in Cardinal.
The transaction rejected because Fiscal Year does not exist or was invalid in Finances Calendar Accounting Period table.	The fiscal year specified in the file either does not exist or is an invalid value.
The transaction rejected because the combination of POSITION_NBR, BUSINESS_UNIT and DEPTID provided for the position default funding distribution is invalid.	The DEPTID specified in the file is not valid for that position number and/or business unit.
Invalid Chartfield Combination code.	The Chartfield combination was invalid, even if the individual field values are valid.
Duplicate Chartfields combination found for SETID, DEPTID, FISCAL_YEAR, POSITION_NBR and EFFDT; Transaction Rejected.	The same Chartfield combination was specified in the file for multiple funding rows on the same position.
The transaction rejected because Distribution Percentage is not equal to 100.00.	The distribution percentage of multiple funding rows must add up to 100.